

# Application for Home Occupation Class A Permit



Home Occupation Class A Permit = \$13.00

Name of Business: \_\_\_\_\_

Tax map and parcel: \_\_\_\_\_ Magisterial District: \_\_\_\_\_ Zoning: \_\_\_\_\_

Physical Street Address (if assigned): \_\_\_\_\_

Location of property (landmarks, intersections, or other): \_\_\_\_\_

Contact Person (Who should we call/write concerning this project?): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Owner of Record \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Applicant (Who is the Contact person representing?): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**FOR OFFICE USE ONLY**

HO # \_\_\_\_\_

Fee Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ By who? \_\_\_\_\_ Receipt # \_\_\_\_\_ Ck# \_\_\_\_\_ By: \_\_\_\_\_

County of Albemarle Department of Community Development  
401 McIntire Road Charlottesville, VA 22902 Voice: (434) 296-5832 Fax: (434) 972-4126

Type of Business \_\_\_\_\_

Does the Public visit the site? Yes \_\_\_\_\_ or No \_\_\_\_\_

Does the use involve procedures, machinery or chemicals that cause noise, vibration, air or water pollution, radioactivity, electrical interference or non-domestic waste discharged to a septic field or sewer? If yes, performance standards must be addressed by an engineer's report (Please request the Certified Engineer's Report packet). Yes \_\_\_\_\_ or No \_\_\_\_\_

This certificate in conjunction with a business license, represents zoning approval to conduct the Home Occupation identified above. Home Occupations, Class A must be conducted a) entirely within the dwelling and are not allowed in any accessory structure, such as a detached garage; and b) must be conducted by the owner/applicant (and other family members) residing in the dwelling. Home Occupations, Class A are also subject to the following restrictions:

- 1) Employees not living in the dwelling are not allowed.
- 2) There shall be no change in the outside appearance of the buildings or premises, or other visible evidence of the conduct of such home occupation.
- 3) Outside storage of materials used in the home occupation is not allowed.
- 4) On-premise sales of goods, other than items hand-crafted on the premises, is not allowed.
- 5) No more than 25% of the floor area of the dwelling may be devoted to the Home Occupation; and the total area devoted to such occupation shall not exceed 1,500 square feet.
- 6) No traffic shall be generated in greater volumes than would normally be expected in a residential neighborhood.
- 7) Any need to parking shall be met off the street.
- 8) All home occupations shall comply with performance standards set forth in Section 4.14.

**Owner/Applicant Must Read and Sign**

I hereby apply for approval to conduct the Home Occupation identified above, and certify that this address is my legal residence. I also certify that I have read the restrictions on Home Occupations, that I understand them, and that I will abide by them.

\_\_\_\_\_  
Signature of Owner, Contract Purchaser, Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime phone number of Signatory

\_\_\_\_\_  
Reviewer

\_\_\_\_\_  
Date

ENGINEER'S REPORT ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_

CONDITIONS:

---



---



---



---



---



---



---